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SUBJECT: (Optional)				
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9 OCT 1581

	Director of Data Processing
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	Director of Information Services
	Director of Logistics
	Director of Medical Services
	Director of Security
	Director of Training and Education
	Director of framing and Education
TD OM -	
FROM:	Executive Officer to the DDA
•	Executive officer to the bba
SUBJECT:	Official Transportation During Snow Emergencies
1. The Lo	gistics Services Division (LSD/OL) is currently in the
process of upda	ting its emergency transportation plan which is to be
implemented in	the event weather conditions render public
transportation	immobile. It is requested that you submit a listing o
essential indiv	iduals in your component who might require official
transportation	during snow emergencies. Also provide the name and
home telephone	number of your designated contact officer who will be
notified when t	the emergency transportation plan is implemented. Each
individual on v	our list should be advised that it will be his or her
	to contact LSD on and request this service.
responsibility	and regade and between
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Director of Communications

MEMORANDUM FOR:

Please bear in mind while compiling your list that resources available to LSD in terms of drivers and vehicles equipped to cope with extremely hazardous road conditions are severely limited and are subject to the same constraints that frequently immobilize other forms of transportation. Your list should, therefore, be limited to those individuals who are absolutely essential to the continuing operation of the Agency and live within the close vicinity of the Headquarters Building.

	3.	Ιt	is	request	teđ	that	your	list	be	forw	arde	ed con	nplete	with
name,	ti	tle,	ac	ddress,	and	home	tel	ephone	e nu	ımber	to	this	Office	by
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